

Program of Instruction Amendment Request

The *Program of Instruction Amendment Request* is used to change the curricula, methods of instruction, and methods of assessment. Note that any changes made need to support the charter mission, educational philosophy, and target population as described in the charter contract, as amended. Any Charter Holder may submit a *Program of Instruction Amendment Request*.

The request must be submitted timely so that it may be processed within the timeframe provided in rule.

Consideration by the Board

Amendment requests submitted by Charter Holders that are substantively complete and are in current operational compliance may be placed on the consent agenda.

Consideration of Operational Compliance

As described in the Board's policy for conducting compliance checks, Board staff will review the areas listed below to ensure the Charter Holder meets the level of compliance specified. The following areas will be considered in the compliance check:

- Currently not be having 10% withheld for failure to timely submit its most recent annual audit.
- Be in "good standing" with the Arizona Corporation Commission. This is determined by accessing information available through the Commission's website.
- Not have a repeat corrective action plan issue identified through the most recent annual audit as defined by the Board's Audit & Compliance Questionnaire Follow-up Matrix. The amendment hold remains in place until compliance is demonstrated through the next annual audit or agreed-upon procedures, if the procedures have already been developed by the Board.
- If applicable, have received notification from the Board that the current fiscal year audit corrective action plan has been completed.
- If a special education corrective action plan is in place, be in compliance with the plan's requirements. This is determined by information provided by the Arizona Department of Education's (ADE) Exceptional Student Services Division.
- If applicable, have a "compliant" status confirmed by the ADE's Grants Management Division for each grant for the past four years.
- If applicable, be in compliance with No Child Left Behind requirements. This is determined by information provided by the ADE's Academic Achievement Division.
- If applicable, be in compliance with National School Lunch and Breakfast Programs requirements. This is determined by information provided by the ADE's Health and Nutrition Services Division.
- If applicable, be current in submitting employer and employee contributions and reports to the Arizona State Retirement System (ASRS). This is determined by information provided to the Board by ASRS.

A finding that the Charter Holder is not in compliance in one or more of these areas will result in the request being pulled from consideration on the consent agenda, and may result in a delay in consideration of the request by the Board.

Submission Requirements for Completing the Request Form

The following instructions supersede the instructions listed in the upload area of the ASBCS Online system for the *Program of Instruction Amendment Request*. Work through the form, filling in all required fields and uploads (denoted by "**"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

Change From* – Provide a brief description of the program of instruction currently documented in the charter contract.

Change To* - Provide a brief description of what the program of instruction will be.

Attachments

Board Minutes* - Upload evidence (i.e. minutes) that the proposed change has been approved by the charter holder. (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01.)

Narrative* - Provide a narrative that responds to the following prompts:

1. Describe the proposed changes to the program of instruction to include, curricula, methods of instruction, and methods of assessment.
2. What is the rationale for the change in program of instruction?
3. How do the proposed changes to the program of instruction align to the mission and educational philosophy documented in the charter?
4. How will the proposed changes to the program of instruction improve pupil achievement in the target population served?
5. Describe the timeline for implementing the program change, including whether the *Program of Instruction Amendment Request* will be submitted in conjunction with any other amendment or notification requests which would warrant concurrent consideration.

Performance Management Plan Narrative – For charter holders that have a PMP in place, provide a narrative describing how the change in program will support meeting the Board's academic performance expectations, including any new or revised action steps to any PMP strategy. For the purposes of the *Program of Instruction Amendment Request*, this requirement applies to charter holders assigned a PMP as a corrective action plan (CAP). Charter holders who submitted a PMP as part of their new charter application package, and have not been assigned a PMP as a CAP, are not required to submit this narrative.